



Department of Administrative Services **JOB ANNOUNCEMENT**

ANNOUNCEMENT #:	200902
JOB TITLE:	Communications & Marketing – Summer Intern
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	May 15, 2009
WHO MAY APPLY:	All Applicants
PAY RATE:	\$10.00 per hour (20 hours per week)

GENERAL DESCRIPTION:

The Department of Administrative Services (DOAS) is the state government's business solutions provider. DOAS product and service offerings encompass a broad spectrum that includes risk management services, purchasing services, fleet management services, document services and surplus property.

DOAS strives to meet the needs of its stakeholders in a rapidly changing state government. DOAS's vision is to be customer focused and performance driven. DOAS endeavors to increase its stakeholder base, market position, and brand recognition through effective marketing and media relations activities.

This is a great hands-on opportunity to learn public-sector public relations and communications strategies and planning.

Job Responsibilities:

- Assist with research to develop a state and local communications network.
- Assist with communications and public relations efforts for the divisions with the organization.
- Research and draft press releases, op-ed, fact sheets, brochures and other documents.
- Assist with pitching news stories to media outlets.
- Other administrative duties as assigned.

MINIMUM ENTRY QUALIFICATIONS:

- Current Undergraduate student with major in communications, Journalism, Public Relations or

related field.

- Proficiency with computer applications, including Microsoft Word, Excel, Outlook, and internet applications in a Windows environment.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- APA style writing experience
- Current Graduate degree student or Recent Bachelors degree graduate in Communications, Journalism, Public Relations or related field.
- Two (2) writing samples of your work.

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; and resume. Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Applications/resumes received without a job title or announcement number will be considered unsolicited applications and will not be reviewed.

DOAS is an equal opportunity employer